



Iowa Department of Human Services

Terry E. Branstad
Governor

Kim Reynolds
Lt. Governor

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Director

INFORMATIONAL LETTER NO.1571

DATE: November 4, 2015

TO: Iowa Medicaid Home Health Agencies, Independent Labs, Ambulance, Physical Therapists, Rehabilitation Agencies, Community Mental Health Centers, Hospice and Medical Supply Providers

FROM: Iowa Department of Human Services, Iowa Medicaid Enterprise (IME)

RE: Enrollment Renewal

EFFECTIVE: Immediately

The IME will begin enrollment renewal for Home Health Agencies, Independent Labs, Ambulance, Physical Therapists, Rehabilitation Agencies, Community Mental Health Centers, Hospice and Medical Supply Providers immediately. Enrollment renewal is a requirement for providers in order to stay active in the Iowa Medicaid program. This enrollment renewal is required by the Affordable Care Act and is part of the standard renewal calendar followed by the IME.

Enrollment renewal is completed electronically on the [Iowa Medicaid Portal Access](#)¹ system. The provider will:

- Legally accept the new Provider Agreement.
- Verify a listing that identifies each professional and institutional component of the provider organization and structure.
- Complete the Ownership and Control Disclosure; and
- Provide individual Social Security Numbers (SSN) where needed. Federal regulations require that State Medicaid Agencies screen all Medicaid providers. (See 42 CFR § 455.410 (2011) Enrollment and Screening of Providers and 42 CFR § 455.104 (2011) Disclosure by Medicaid Providers and Fiscal Agents). The individual SSN is required in order for the IME to check against the Office of Inspector General's (OIG) list of Excluded Individuals and Entities (LEIE) and the Centers for Medicare and Medicaid Services (CMS) Medicare Exclusions Database (MED). The individual SSN is required for screening purposes only. It does not pertain to claims processing or payment.

To start the renewal process, please print, complete and return the [Designated Contact Person \(DCP\)](#)² form. A contact person must be designated for the coordination of the provider enrollment renewal process.

Upon receipt of the DCP form, the IME will assign a unique Personal Identification Number (PIN) associated with the organizational Tax Identification (ID). The designated contact

¹ [https://secureapp.dhs.state.ia.us/impd/\(S\(bkrznznzncbbijieuyvc2u4jio\)\)/Default.aspx](https://secureapp.dhs.state.ia.us/impd/(S(bkrznznzncbbijieuyvc2u4jio))/Default.aspx)

² <https://dhs.iowa.gov/sites/default/files/Designated%20Contact%20Person%20470-5112.pdf>

person will receive an email containing the PIN number (s). The PIN number, Tax ID and National Provider Number (NPI) are used as the combination key to open the online application for enrollment renewal via the IMPA system.

If you have any questions regarding enrollment renewal, please contact the IME Provider Services Unit at 1-800-338-7909 (Option 2) or by email at IMEProviderEnrollment@dhs.state.ia.us.